

HEALTH & SAFETY COVID-19 AUDIT

Cavendish Close Infant and Nursery School

Date: May 2020

Background Information

Acting Headteacher: Mrs C Diffin

Acting Business Managers: Mrs C Manners and Mrs S Kelly

Site Manager/Caretaker: Mr P Roberts

Kitchen Manager: Mrs J Carter

Support Services:

Cleaning provided by: School

Caretaking provided by: School

Catering provided by: School

Type of Education Establishment:

Local Authority: Derby City

COVID – 19 Risk Assessments

Check questions	YES	NO	N/A	Evidence/Comments
1. Has a Risk Assessment been implemented identifying hazards and risks for Children and Teaching Staff?	✓			<ul style="list-style-type: none"> Partial School Return Risk Assessment
2. Has a Risk Assessment been implemented identifying hazards and risks for Office Staff?	✓			<ul style="list-style-type: none"> Office Risk Assessment
3. Has a Risk Assessment been implemented identifying hazards and risks for Site Staff?	✓			<ul style="list-style-type: none"> Site Manager Risk Assessment
4. Has a Risk Assessment been implemented identifying hazards and risks for Contractors and Visitors?	✓			<ul style="list-style-type: none"> Site Manager Risk Assessment Contractor Visits to School Site Policy
5. Have identified Staff who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			<ul style="list-style-type: none"> Clinically extremely vulnerable Living with a family member who is clinically extremely vulnerable Clinically vulnerable
6. Have you identified Children who may be at particular increased risk of Coronavirus had additional control measures implemented?	✓			<ul style="list-style-type: none"> Children who are clinically extremely vulnerable should continue to shield at home. Parents asked to communicate if their children are clinically vulnerable
7. Have measures been communicated to Staff/Parents/Contractors/Visitors?	✓			<ul style="list-style-type: none"> Risk Assessments on website and shared with all stakeholders Site Manager to communicate Risk Assessments with all contractors No visitors will be attending school No parents will be entering school

COVID – 19 Planning and Organising

Check questions	YES	NO	N/A	Evidence/Comments
8. Have measures been put in place for Pupils who use buses/coaches to arrive to school?			✓	
9. Have staggered drop off and collection times of Pupils been arranged?	✓			<ul style="list-style-type: none"> Parents asked to arrive on time, not too early, not too late
10. Has a system been organised to implement a one way in and out of the school premises?	✓			<ul style="list-style-type: none"> Floor marking and signs identify direction Keep left Parents waiting to the right by the building 2 metres apart Parents passing to the left edge of the path
11. Have class sizes been reduced to allow for social distancing measures?	✓			<ul style="list-style-type: none"> Nursery capacity – 15 Classroom capacity – 10
12. Where possible has it been arranged for Children to remain in the same classroom and the teaching staff move to various rooms?	✓			<ul style="list-style-type: none"> Best endeavours Some staff work part time Some staff require flexible working arrangements in relation to their own children

13. Has it been considered how best to supplement remote education with some face to face support for students?			✓	<ul style="list-style-type: none"> This is a Secondary School expectation
14. Has it been arranged for Children to use the same table each day to reduce cross contamination?	✓			<ul style="list-style-type: none"> New consistent classroom layout
15. Have timetables been amended/reduced to allow for safer working practices?	✓			<ul style="list-style-type: none"> New consistent school timetable
16. Have staggered lesson changes been implemented to allow for social distancing?			✓	<ul style="list-style-type: none"> Children will not change classrooms for lessons
17. Have staggered breaks and lunch times been implemented? Where possible keep children in same small groups.	✓			<ul style="list-style-type: none"> Best endeavours

COVID – 19 Learning Environment

Check questions	YES	NO	N/A	Evidence/Comments
18. Has seating been arranged to allow for 2 metre distancing where possible?	✓			<ul style="list-style-type: none"> Classrooms have been cleared Tabled have been spaced apart
19. Has distancing strips been placed in areas i.e. staff desks?	✓			<ul style="list-style-type: none"> One-way system by the sink with markings for children waiting
20. Has all unnecessary soft furnishings been removed?	✓			
21. Early Years Only Has all soft furnishings/soft toys and toys which are hard to clean been removed?	✓			
22. Early Years Only Has the learning environment been reorganised to allow for small groups of children only at one activity station.	✓			
23. Has each classroom got access to cleaning materials? Disinfectant, cloths, gloves, double bagged bins.	✓			
24. Has each classroom got access to hand sanitizer (at least 60% alcohol) or access to hand washing facilities with hot water and soap?	✓			

Accidents / Incidents / First Aid / Intimate Care & Medication

Check questions	YES	NO	N/A	Evidence/Comments
25. Do all or designated first aid stations have adequate provision of face coverings, disposable gloves and double bagged waste bins?	✓			<ul style="list-style-type: none"> Medical cupboard
26. Has an area in the school been identified for Children who are displaying symptoms of COVID-19 until parents collect child?	✓			<ul style="list-style-type: none"> Interview room to be used as an Isolation Room
Intimate Care 27. Is there adequate provision in place of face coverings, disposable gloves and double bagged waste bins?	✓			
28. Where medication has to be directly administered to children are adequate provisions available?	✓			
29. Are there adequate first aiders available? Please note those first aid qualifications due for renewal from March 16 th 2020 have been given a 3 month extension (awaiting further guidance)	✓			

Office, Head Teachers and Staff Room

Check questions	YES	NO	N/A	Evidence/Comments
30. Has the office area been reorganised to allow for social distancing measures?	✓			<ul style="list-style-type: none"> Office capacity – 1 person

If not how are you adhering to safe working measures?				
31. Are staff designated their own desks? If not how are you managing infection control measures?	✓			<ul style="list-style-type: none"> • Mostly • No desk sharing within one day • Clear and clean desks, wipes keyboards and telephones after use
32. Has distancing tape been put in place for persons visiting the school office?	✓			<ul style="list-style-type: none"> • Office capacity – 1 person
33. Has distancing tape been put in place at the front of reception windows? If no reception windows has a screen been erected?	✓			<ul style="list-style-type: none"> • Glass screen in place • Reception area capacity – 1 person • Parents encouraged to ring or email school • Parents will not be allowed to enter the secure line in school
34. Has the Head Teachers office been reorganised to allow for social distancing? Has distancing tape been put in place for persons vising Head Teacher?	✓			<ul style="list-style-type: none"> • Office capacity – 1 person
35. Has the Staff room been reorganised to allow for social distancing? Have staggered break times been arranged?	✓			<ul style="list-style-type: none"> • Staff room capacity – 4 people • Additional capacity has been created in the school hall

Physical Exercise / Breaks

Check questions	YES	NO	N/A	Evidence/Comments
36. Has areas outside been identified to be put out of use? It is advised outdoor gyms and play equipment is taken out of use unless through cleaning can be carried out between each group.	✓			<ul style="list-style-type: none"> • Play equipment stored in locked sheds • Any equipment used will be cleaned after use
37. Have all staff been informed of keeping to social distancing measures when on duty?	✓			<ul style="list-style-type: none"> • Partial School Return Risk Assessment
38. If you are using indoor PE/Gym equipment have you organised for equipment to be cleaned after use?	✓			<ul style="list-style-type: none"> • Play equipment stored in hall cupboard • Any equipment used will be cleaned after use

School Kitchens / Lunchtime Supervisors

Check questions	YES	NO	N/A	Evidence/Comments
39. Have Kitchen Staff organised Safe distancing measures?	✓			<ul style="list-style-type: none"> • Kitchen Risk Assessment • Kitchen capacity – 3 people
40. Where required have changes been made to menu choices?	✓			<ul style="list-style-type: none"> • Simplified menu
41. Have Kitchen Staff arranged for safe distancing measures or PPE to be worn when serving Children?	✓			<ul style="list-style-type: none"> • Kitchen Risk Assessment
42. Have lunchtime supervisors been informed of social distancing measures when working in the school dining hall?	✓			<ul style="list-style-type: none"> • Partial School Return Risk Assessment

43. Have arrangements been made for lunchtime / kitchen staff placing out and folding away lunch tables? Can they do it on their own or is it a two person role?	✓			<ul style="list-style-type: none"> This can be done alone
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Cleaners

Check questions	YES	NO	N/A	Evidence/Comments
44. Has the school arranged for cleaners to come into school at staggered times to allow for cleaning to be carried out throughout the day?	✓			<ul style="list-style-type: none"> Cleaners Risk Assessment Additional cleaning capacity during the day Additional cleaning hours
45. Have cleaners been informed of the requirement to clean all hard surfaces and equipment touched by persons?	✓			<ul style="list-style-type: none"> Cleaners Risk Assessment
46. Have cleaners been asked to clean other equipment such as toys, books etc.? If not who will clean these areas?		✓		<ul style="list-style-type: none"> Partial School Return Risk Assessment Cleaning will happen throughout the day by teachers and TAs

